

RCT Number (Finance Use)

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Delegated authority:
Department (choose from drop down menu):

Expense Period From:

From: 01/09/2015 To: 07/10/2015

#### **Itemised Expenses**

DATÉ	DESCRIPTION. *  (including times (or subsistence claims & business nurpose)	Receipt No.	CATEGORY (Choose frain drop down menti)	COST (drop down for appropriate currency) UK E
07/09/15	oyster - zone 1&2 travel card - Fulham to euston & return - tube		Travel - DK	
07/09/15	Euston to Wilmslow	2	Travel - UK	39.70
07/09/15	Wilmslow to Euston	3	Travel - UK	39.70
05/10/15	taxi to euston (too early for tube)	4	Travel - UK	21.00
05/10/15	Euston to Wilmslow	1	Travel - UK	156.00
05/10/15	Wilmslow to Euston	5	Travel - UK	39.70
05/10/15	Euston to Fulham - tube & bus - oyster - £2.30 + £1.50		Travet - UK	3.80
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I- —	·· <del>·</del> ·	I — – —	SUBTOTAL	306,30

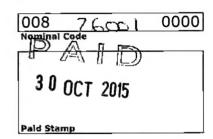
Mileage
Car miles claimed (Standard Rate)\*
Car miles claimed (Public Transport Rate)
Motorcycle miles claimed
Bicycle miles claimed
Passenger rate

45 p per mile
25 p per mile
24 p per mile
20 p per mile
5 p per mile

0.00 0.00 0.00 0.00 0.00

Less Cash Advance
TOTAL REIMBURSEMENT 306,30
Don't forget to attach receiptsi





<sup>\*</sup>Note: Mileage reimbursement for personal car please deduct usual mileage to/from work

18/09/2015 15/10/2015 oct

RET Number (Finance (Ise)

Claim Number 68761

Itemised Expenses

Employee Name:

Delegated authority:
Department (choose from drop down menu):
Expense Period

DATE	Arrive	пме	DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No.	CATEGORY (choose from drop down menu)	COST (drop down for appropriate currency) UK E
18/09/15		243)134	Lunch with Graham Smith and Rosemary	1	Subsistence - UK	- <del>- 47.00</del>
		-  -	Agnew (Scottish Information Commissioner)	_	antiquitaità orc	+ - <del>1//3</del> 0
22/09/15	0500	J	Taxi from to airport	1 <del>2</del>	Travel - 11K	
23/09/15	-	1815	Taxl from airport to	3	Travel - UK	15.00
30/09/15	l		Taxi from to office to arrive in time for	4	Travel - UK	16.00
-	1	1	early media interviews (before first bus) less			
		·	cost of usual bus ticket (£4.00)		[	i
01/10/15	0630	[-	Breakfast on train to London	5	Subsistence - UK	3.65
į -	1:	-	Working lunch with Lasantha de Alwis, CTO	[6 _	Substitence Ust	10.60
03/20/25	1	4	Supper in London (minus alcohol, inc tip)	ł7	Subsistence - UK	14.00
02/10/15	1.	1.	Lunch in London	8	<u>Şuhsistence - UK</u>	7.14
		1810	Coffee on train on return journey	2	Subsistence - UK	2.95
_	}-	1,910 —	Recharge difference in cost between train	10	Trayel - UK	-0.35
07/10/15	1730	1	ticket to nd chosen destination Supper in London			ļ <del></del>
08/10/15	1.730	1	Coffee	111	Subshittinger: UK	9.10
DOX 107.13	15	1	Taxi between meetings (running late)	12 13 14 15	Subsistence - UK_	2.00
<u> </u> —		+:	Lunch in London	<del>[] ] -  </del>	_ Travel - UK	15.00
	1	2200	Supper in London	12	Subsistence - UK	7.50 10.95
15/10/15	·   -		Recharge difference in cost between train	16 -	Subsistence - UK	-6.60
201 191 29.		1	ticket to and chosen destination	10	Travel / UK _	-0.60 _
15/10/15	0830	١.	Bus from to airport	17		2.80
W18.551.55		-	Greakfast at airport awaiting flight	16	Travel UK Subsistence - UK	5.40 -
	1.	2140		10	Travel - UK	15,00
16/10/15	į	-2.2	Return flight to US for IAPP conference next	20	Travel Overseas	- <del>10,00</del> 497.53
	")	-	April - cost of chosen flight is less than cost	1 0	119A61 : CARIBERS -	
		"	of flight if travelling solely for conference	1		— I
-		1		1	_	·
		•			SUBTOTAL	691.67
						024.05
Mileage						
Car miles cla				45	p per mile	0.001
Car miles cla			ort Rate)	25	p per mile	8,00
Motorcycle r					p per mile	0.00
Bicycle mile:					p per mile	0.00
Passenger ra	te				p per mile	0.00
			pusas tro, of consequent			

\*Note: Mileage reimbursement for personal car please deduct usual mileage to/from work

Less Cash Advance

TOTAL REIMBURSHMENT 691.67

Don't forget to attach receipts!

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

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30 OCT 2015

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(RCT Number (flooner Use)

Expense Reimbursement	
Employee Name: David Smith	Claim Number
	15519
Delegated authority:  Department (choose from drop down menu):	
Expense Period from: 01/10/2015 10: 31/10/2015	
Itemised Expenses	
DESCRIPTION  DESCRIPTION  GRAPH  (Including times for exhibitionics claims a No. (Chock business purpose)  Artive 1 Depart  TS 10 to Manchester airport by TAXI  Manchester airport to Lisbon airport (FLIGHT)	TEGORY (drop down for appropriate a from drop (drop down
(Stayed overnight at hotel in Lisbon)  OS/10/15  Usbon alroort to Brasille alroort (FLIGHT)  (Global Privacy Dialogue Conference,	
BRASILIA)   08/10/15   Brasilia airport to Lisbon sirport (I-LIGHT)     08/10/15   Lisbon sirport to Maurinester arguint (I-LIGHT)     11:30   Manchester airport     508SISTENCE:	
5 x 24 hrs  5 x 24 hrs  Minus 4 x Ohners  Minus 3 x Lunches	E87.50 BrazillanRezi 352.00 865.00
	= 370 50
Received -600 Rect -11-	
- 120 mail 799 Pact	
	12cm 6950 owed
Mileage	Smith
Car miles claimed (Standard Rate)*  Car miles claimed (Public Transport Rate)  Motorcycle miles claimed  Bicycle miles claimed  Passenger rate  45 p per mile 25 p per mile 24 p per mile 20 p per mile 5 p per mile	e 0.00 e 0.00 e 0.00
*Note: Mileage reimbursement for personal car please deduct usual mileage to/from wo	Loss Coch Advance   F 101 00
	TOTAL REIMBURSEMENT 346.00 69.50  Don't forget to attach receipts:
Claimant: Please email to your manager for approval.  Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for pa	Row (
	008 0000
	Paid Stamp

Expense	Reimb	ursem	ent
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Employee Name:		David Sn	nith
Delegated authority: Department (choose from drop down menu):	Filmpenn	ಸೇಗಲಿಗಳು ಕೃತ್ಯ ಪ್ರಕ್ಷಾಗಿ ಕೊಡುವುದು ಪ್ರಕ್ರಾಮಿಕ ಪ್ರಕ್ರಿಯ ಪ್ರತ್ಯ ಪ್ರಕ್ರಿಯ ಪ್ರಕ್ತಿಯ ಪ್ರಕ್ರಿಯ ಪ್ರಕ್ರಿಯ ಪ್ರಕ್ರಿಯ ಪ್ರಕ್ರಿಯ ಪ್ರಕ್ರಿಯ ಪ್ರಕ್ರಿಯ ಪ್ರಕ್ತಿಯ ಪ್ರಕ್ರಿಯ ಪ್ರಕ್ಷಿಯ ಪ್ರಕ್ರಿಯ ಪ್ರಕ್ರಿಯ ಪ್ರಕ್ರಿಯ ಪ್ರಕ್ರಿಯ ಪ್ರಕ್ರಿಯ ಪ್ರಕ್ರಿಯ ಪ್ರಕ್ತಿಯ ಪ್ರಕ್ಷಿಯ ಪ್ರಕ್ರಿಯ ಪ್ರಕ್ರಿಯ ಪ್ರಕ್ಷಿಯ ಪ್ರಕ್ಷಿಯ ಪ್ರಕ್ಷಿಯ ಪ್ರಕ್ರಿಯ ಪ್ರಕ್ಷಿಯ ಪ್ರಕ್ರಿಯ ಪ್ರಕ್ರಿಯ ಪ್ರಕ್ಷಿಯ ಪ್ರಕ್ಷಿಯ ಪ್ರಕ್ಷಿಯ ಪ್ರಕ್ರಿಯ ಪ್ರಕ್ಷಿಯ ಪ್ರಕ್ಷಿಯ ಪ್ರಕ್ಷಿಯ ಪ್ರಕ್ಷಿಯ ಪ್ರಕ್ಷಿಯ ಪ್ರಕ್ಷಿಯ ಪ್ರಕ್ರಿಯ ಪ್ರಕ್ಷಿಯ ಪ್ರಕ	a' a' georgi accomo O O O Section (1) (
Expense Period	From;	01/10/2015	

31/10/2015

RCT Number (Finance Use)

Claim Number 61490

## Itemised Expenses

DATE	TIME	DESCRIPTION (Including (lines for subsistence claims &	Receipt No.	CATEGORY (chuose from drop down menu)	COST (drop down for appropriate currency)
	Arrive Depart	business purpose) .	* *	gown mentr)	EURO
21/09/15	16:00	Wilmslow to Manchester airport by TAXI (shared taxi with			
		Manchester airport to Brussels (FLIGHT)			
		Brussels to Plas Luxembourg by BUS	]1	Travel Overseas	4.50
22/23/9	<u> </u>	(Article 29 Working Party)			
23/09/15		Plas Luxembourg to Brussels airport by BUS Brussels airport to Manchester airport	]2 [	Travel Overseas	4.50
		Brussels airport to Manchester airport (FLIGHT)	1		
	18:00	Manchester airport to by TAXI			
		SUBSISTENCE: 2 x 24 hrs			152.00
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			<u> </u>		
					<u> </u>
	1				
			1	SUBTOTAL	1,61,00

Car miles claimed (Standard Rate)\*
Car miles claimed (Public Transport Rate)
Motorcycle miles claimed
Bicycle miles claimed
Passenger rate

45 p per mile
25 p per mile
24 p per mile
20 p per mile
5 p per mile

0.00 0.00 0.00 0.00 0.00

Less Cash Advance
TOTAL REIMBURSEMENT

Don't forget to attach receipts!

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment



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Paid Stamp

<sup>\*</sup>Note: Mileage reimbursement for personal car please deduct usual mileage to/from work



# Expense Reimbursement Employee Name: David Smith Delegated authority: Paraterni (fine as burn drop down memb): Expense Period From: 01/10/2015 To 31/10/2015

Charm humber
11702

Itemised Expenses

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nwi5	- :	Eask Court in Happy 1,1 has by 11) (Guardian Faytan, technical edicin	111	10,000 010	0.60
	18:45	Find hat to Additionable pt Livyly	E ELICHY .	•	i
		SUBSISTENCE.	- 1	Subsequence (III	21 (H)
1172	- 1	Glasgow railway station to The West	(N.		
		Hotel by TAXI (no public transport ava	nilable to 2		24.00
		the hotel on outskirts of Glasgo	w)	Travel - 'IE	
		(Antional Information Security Confe	u*r•C±}		i
9015		Lift in hoter multi bus prinade tillar old Croy rainway station to Glasgow (Qu	iers tu:		i
		Street) by TRAIN - no receipt as the n	nachine i		2.65
		Glasgow Central railway station to St	Notice !	Tianel - Im	i
	!	railway station by TRAIN	į.		
	18:45	SUBSTITUTE	(TABLE )	. 310,761,. 195	8.65
	. :	Wilmstow to Manchester airport by	TAXI	* index b → e + 9.00	3.71
9/15	1	(shared tax) with Hannah McCausi	and) IS	Train - IM	16.00
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215		(Art. = 19 Williams Part) (Tas Lusermanury to Breather Arthort prossels arroan to Manufester ele	av Bus		
		Brussels Armart to Manufie Per ela	engine :		
	15:00	Hairconstan authority (1900) by T	Au je		29.00
9/15		7:30 Inchester airport by CAR -			ز 0,90
-123	. ! "		i	Other	
		Manchester airport to Belfast airport (			
		Berrast airport to Berrast Regional ICI	omice		44
		by TAXI (shared with Ken McDonald, office)	Belfast 7	*****	11 00
	: :	(Antwictout 9555 or)	-1	Tines	:
	<u> </u>	teminet centre in Bullate negtert be	M5 a	linve - ur	155 J
		Belfast airport to			
		Manchester airport	ļ		
			·j		*
	18:00	Manchester airport to	1		0.55
	i _		— <del>j_</del>	Subsistence -	T
		SUBSISTENCE:		(ik	15)
/15	1	5:30 Naniheras	10	Ten and LUK	12.00
	1		- 1	1( <del>2/21</del> 11K	
	1	Manchester airport to Lisbon airport (FLIGHT)	1		
		Larged decorations of bosts			· -
		in tiston)	_ ‡		
10/15		LISDON airport to Brasilia			
	. i	aimort (FLIGHT) (Global Priacy Dialogue	÷		•
		Stands misself to subth			J
/15		Signature and the property	i		1
_	i	Usbon airport to			· — - ·
2/15	1	Projections or projects			
	:	(b) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c			
	11:30	Manchester airport to	11		17.50
	22.50	by TAXI		Travel - LIV	
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e e		r Rate)*	1 45	p per mile	0.00
	simed (Standard		75	n ner mile	A 610
niles cla niles cla	imed (Public Ti		25 24	p per mile p per mile	0.70
s cla s cla cle r	nimed (Public Ti niles claimed s claimed		25 24 20	p per mile p per mile p per mile p per mile p per mile	0.00 0.00

\*Note: Mileage reimbursement for personal car please deduct usual mileage to/from work

Less Cash Advance
TOTAL REIMBURSEMENT 1978.8第
Don't forget to ettacts : cccd | pre-f

Cialmant: Please email to your manager for approval.

Delaquired Juliburitius: Migrae forward to expenses throughly way of approval for payment







3 0 OCT 2015



Employee Name: GRAHAM SMITH

Delegated authority:
Department (choose from drop down menu):

Expense Period From: 29/09/2015
To: 02/10/2015

RCT Number (Finance Use)

Claim Number 88977

## Itemised Expenses

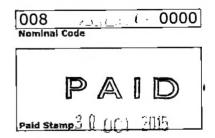
DATE	TIM!	E *	DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No,	CATEGORY (choose from drop down menu)	COST (drop down for appropriate currency) UK £
29/09/15	08:00	11:35	Train Halifax-Kings Cross Pd in Adv	I _ [	Travel - UK	
	11:40	11:50	Tube Kings Cross-Russell Square (Hotel),	I !	Travel - UK	! <u> </u>
<u> </u>	12:45	13:15	Tube Russel Square-Edgeware Rd (Oyster	$I = \{$	Travel - UK	
	15:15	15:45	Tube Edgeware Rd-Russell Square (Oyster	.[]	Travel - UK	<u> </u>
			Lunch provided, dinner with friends		_	ام ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ
	"			11_	Subsistance - UK	7
-			O/N Russell Hotel, room only	P I		i =
30/09/15	— - <u>+</u>		Breakfast	lž T	Subsistence - UK	3.75
3010315	09:30	09;5d	Tube Russell Square-Charing Cross (Oyster		Travel UK	
		193124	Meetings at Cabinet Office & Attorney			
ł	<del></del>		Lunch	13	Subsistence - UK	4.59
I	14:00	14.30	Tube St James' Park-Russell Square (Oyster		Travel - Lik	
·			Dinner	14	Subjistents UK	17.65
	├ ·i·	i	O/N Russell Hotel, room only	1 - 1		
01/10/15	- <del>   </del> -	-	Breakfast	5	Subsistence · UK	8.95
01/10/13	t-	į.	am Working at Hotel, conference call with	1	. – – – – –	!
_	—- <del> -</del> —	+	Lunch/Dinner	6 -	Subsistence - UK	18.00
1	17:45	18:05	Russell Square to LSE - walked	1		
		21:10	LSE to Russell Square - walked			·
07/10/15	20:50	_21,10	Tube Russell Square-Kings Cross (Oyster	+ - 1	Travel - UK	
02/10/15		11:35	Train Kings Cross-Hallfax pre-pd	-[	Travel - UK	
	08:35	- 11:33	Train Kings Cross Traintax pre pu	<del> </del>		
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L	11				SUBTOTAL	55.14
					SUBTOTAL	
Car miles Motorcycl	claimed (Star claimed (Publ e miles claime iles claimed r rate	ic Transp		25 24 20	p per mile p per mile p per mile p per mile p per mile	0.00 0.00 0.00 0.00 0.00

\*Note: Mileage reimbursement for personal car please deduct usual mileage to/from work

Less Cash Advance
TOTAL REIMBURSEMENT 55.14

Don't forget to attach receipts!







GRAHAM SMITH Employee Name: Delegated authority: Department (choose from drop down menu): Expense Period 22/09/2015 24/09/2015

RCT Number (finance Use) 3479

Claim Number 80118

## Itemised Expenses

DATE	DESCRIPTION  * (including times for subsistence claims & business purpose)	Receipt No.	* CATEGORY (Choose from drop down menu)	COST (drop down for appropriate currency): * UK £
22/09/15	Taxi Wilmslow office to MAN Airport 15:15-15:30	!1	Travel - UK	15.00
1	Flybe Flight MAN to Belfast City - £113.98 (Pre-pd on MM GPC)	_l_ l.	fravel - UK	
	Taxi Bulfast Airport to Holiday Inn Express Hotel (travelled	2	Trevel UK	12.00
	with Ged Tracey in taxi) at 18:00	!}		! — ——— ——
	Dinner - Scalini Restaurant	13	Subsistence - UK	9.95
	Holiday Inn Express 2 nights' accommodation & breakfast	_[	Travel - Uk	<u> </u>
	loaid for using GS GPC (Total £164.00)			<del>10.00</del>
23/09/15	Taxi Holiday Inn Express to PSNI HQ 08:45-09:05	_ 4 - [	Travel - IJK	10.00
	Lunch & other transport to Antrim Road Police Station,	_\		<u> </u>
	Lisburn & return to Hollday Inn Express provided			14.90
	Dinner - Scalini Restaurant	- 2	Subsistence - UK	14.50
24/09/15	08:10-08:25 Holiday Inn Express to ICO Belfast on foot		- — –	
	12:15-12:30 ICO Belfast to City Centre on foot			<del>-</del> i
	Meeting with Marle Anderson, NI Ombudsman		Travel - UK	2.50
	13:20-14:45 City Centre to Belfast City Airport by bus	6	Subsistence - UK	2.30
	Coffee	· //.	Travel - UK	<u> </u>
	Flybe Flight Belfast City to MAN (Pre-pd on MM GPC)		Travel - UK	-i·
	16:35-16:15 MAN Airport to Hallfax by train (own ticket)		Travel - UK	
=				
			<u> </u>	
_=	+		SUBTOTAL	66.65
Car miles c	laimed (Standard Rate)* laimed (Public Transport Rate) miles claimed	25 24	p per mile p per mile p per mile p per mile	0.00 0.00 0.00 9.00

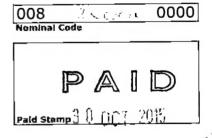
Bicycle miles claimed Passenger rate

5 p per mile

\*Note: Mileage reimbursement for personal car please deduct usual mileage to/from work

Less Cash Advance
TOTAL REIMBURSEMENT Don't forget to attach receipts!







ľ		
Employee Name:		GRAHAM SMITH
_		
Delegated authority:		. T
Department (choose from drop down menu):		Appetració (4 A - Appetración de la cominación de la comi
Expense Period	From:	08/10/2015
·	To:	09/10/2015

RCT Number (Finance Uno)

Claim Number 86708

## Itemised Expenses

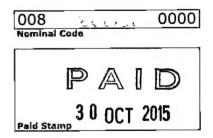
18:20	1.50 2.40 3.35 14.30 89.00 17.10 13.00
18:20   ICO Edinburgh-Radisson Blu Hotel - bus   1	3.35 14.30 89.00 17.10
Coffee (York Station, changed trains)   2   Substitution UK	3.35 14.30 89.00 17.10
Coffee (York Station, changed trains)   2   Subsistence · UK	3.35 14.30 89.00 17.10
Dinner   4   Subsistence - UK	14.30 89.00 17.10
O/N Radisson Blu Hotel B&B   \$   Travel - UK	89.00
09/10/15   10:00   Radisson Blu Hotel-Waverley Station - walked     10:25   11:25   Train Edinburgh Waverley-Leuchars   6   Travel - UK     11:30   11:45   Leuchars Station-Office of Scottish   7   Travel - UK     14:45   St Andrews-Leuchars Station (Lift from   15:30   16:30   Train Leuchars-Edinburgh (Return from   17:00   18:00   Train Edinburgh - Alnmouth (Pre-Pd)	17.10
10:25   11:25   Train Edinburgh Waverley-Leuchars 6   Travel - UK     11:30   11:45   Leuchars Station-Office of Scottish   7   Travel - UK     14:45   St Andrews-Leuchars Station (Lift from     15:30   16:30   Train Leuchars-Edinburgh (Return from     17:00   18:00   Train Edinburgh - Alnmouth (Pre-Pd)	
10;25   11:25   Train Edinburgh Waverley-Leuchars   6   Travel - UK     11:30   11:45   Leuchars Station-Office of Scottish   7   Travel - UK     14:45   St Andrews-Leuchars Station (Lift from     15:30   16:30   Train Leuchars-Edinburgh (Return from     17:00   18:00   Train Edinburgh - Alnmouth (Pre-Pd)	
14:45 St Andrews-Leuchars Station (Lift from 15:30 16:30 Train Leuchars-Edinburgh (Return from 17:00 18:00 Train Edinburgh - Alnmouth (Pre-Pd)	13.00
15:30 16:30 Train Leuchars-Edinburgh (Return from 17:00 18:00 Train Edinburgh - Alnmouth (Pre-Pd)	
17:00 18:00 Train Edinburgh - Alnmouth (Pre-Pd)	
Lunch provided, no subsistence claim	
SUBTOTAL	140.65
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Mileage	
Car miles claimed (Standard Rate)*  45 p per mile	
Car miles claimed (Public Transport Rate) 25 p per mile	
Motorcycle miles claimed 24 p per mile	0.00
Bicycle miles claimed 20 p per mile	0.00 0.00 0.00
Passenger rate 5 p per mile	0.00

\*Note: Mileage reimbursement for personal car please deduct usual mileage to/from work

Less Cash Advance
TOTAL REIMBURSEMENT 140.65

Don't forget to attach receipts!





Expense Rei	mbursemen	t
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To:

GRAHAM SMITH Employee Name: Delegated authority: Department (choose from drop down menu): Expense Period From: 14/10/2015 15/10/2015

RCT Number (Finance Use) 3481

Claim Number 21379

### Itemised Expenses

DATE	TI Arrive	ME Depart	DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No.	CATEGORY (choose from drop down menu)	COST * (drop down for appropriate currency) 以长 £
14/10/15			Dinner whilst on business in London overnigh	t <u>1</u>	Subsistence - UK	16.88
15/10/15			Lunch whilst on business in London		Subsistence - UK	4.93
	_ : - :					
:-		<del> </del> -			SUBTÓTAL	21.81
Mileage Car miles of Car miles of Motorcycle Bicycle mile Passenger	laimed (Pu mlles clair es claimed	blic Tran	sport Rate)	25 24 20	p per mile p per mile p per mile p per mile p per mile	0.00 0.00 0.00 0.00 0.00

\*Note: Mileage reimbursement for personal car please deduct usual mileage to/from work

Less Cash Advance
TOTAL REIMBURSEMENT 21.81
Don't forget to attach receipts



